

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-17
19 January 2001**

Personnel

USTRANSCOM Civilian Tuition Assistance (TA) Program

REFERENCE(S): (a) USTRANSCOMPD 36-17, USTRANSCOM Civilian Tuition Assistance (TA) Program, 30 October 1998, **hereby canceled.**

(b) Air Force Instruction (AFI) 36-602, Civilian Intern Program

A. PURPOSE: This directive establishes policy, goals, objectives, and procedures on Tuition Assistance (TA) for civilian employees assigned to USTRANSCOM.

B. APPLICABILITY: This directive applies to all permanent employees who have at least 1 year of current, continuous civilian service and are assigned to USTRANSCOM, Scott Air Force Base, Illinois. Tuition assistance for Transportation Working Capital Fund (TWCF) employees will be funded from the Command's TWCF training funds. Tuition Assistance for employees funded from other sources (i.e., General Defense Intelligence Program (GDIP), Operations & Maintenance (O&M), and Health Affairs) will be provided from same funding source as billet. Resource managers will certify that funds are available prior to submission for approval to Directorate of Manpower and Personnel (TCJ1) Training and Civilian Personnel Division (TCJ1-C). Employees who are eligible to register in career programs will be provided TA from their respective career program. If the career program denies a TA request, the command TA program will consider on a case-by-case basis. This policy does not apply to employees covered by Air Force Instruction (AFI) 36-602, Civilian Intern Program.

C. POLICY, GOALS, OBJECTIVES AND PROCEDURES:

1. The underlying *policy* of the TA program is that trained and educated people are a critical resource with which organizations accomplish the USTRANSCOM mission.
2. The overall *goal* of the program is to provide TA opportunities that are essential to develop and keep critical job knowledge, skills, and abilities, both now and in the future. This supports USTRANSCOM Strategic Plan, FY 1998-FY 2017, *Goal 001 PEOPLE: A trained, ready, top quality Total Force.*

3. The *objectives* of the USTRANSCOM civilian TA program correlate to the USTRANSCOM Strategic Plan supporting objective to “*implement a world-class human resources management program that ensures the right number of people, with the right knowledge, skills, and abilities, are available at USTRANSCOM.*” Specific objectives of USTRANSCOM civilian TA program are to:

3.1. Plan for professional development that satisfies organizational and individual needs using the most efficient methods.

3.2. Provide opportunities for civilian employees to attend the same or similar professional development programs as do their military counterparts.

3.3. Ensure fair and equitable access to professional development without regard to race, color, religion, sex, national origin, age, handicapping condition, or other factors unrelated to professional development.

3.4. Develop procedures, program resources (funds), and provide overall direction to comply with Office of Personnel Management (OPM), Department of Defense (DOD), and other related directives.

3.5. Ensure resources are allocated to meet priority needs and provide for timely, effective professional development of civilian employees.

4. Procedures: TCJ1-C will administer the program. Specifically, TCJ1-C will:

4.1. Ensure the TA program is widely publicized.

4.2. Provide counseling, process TA packages, and manage civilian TA funds.

4.3. Evaluate the effectiveness of the TA program and make recommendations to TCJ1 and the Civilian Development Advisory Council (CDAC), as necessary.

APPROVED BY

S I G N E D

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